

# United States **Census** **2020**

**2020 Census**

**Group Quarters Electronic Response Data  
Transfer (eResponse)**

**Instruction Manual**

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## INTRODUCTION

The goal of Group Quarters Enumeration in the 2020 Census is to count people in the who live or stay in group quarters on Census day, April 1, 2020. A group quarters is a place where people live or stay in a group living arrangement, that is owned or managed by an entity or organization providing housing and/or services for the residents. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those people receiving these services. This is not a typical household-type living arrangement. People living in group quarters are usually not related to each other.

Group Quarters (GQ) include such places as college residence halls, residential treatment centers, skilled-nursing facilities, group homes, military barracks, correctional facilities, and workers' dormitories.

The Electronic Response Data Transfer, or eResponse, system is used to count people in group quarters, or group living facilities. The eResponse system electronically transfers information from facility records that are maintained by administrators. This system allows a facility to respond to the 2020 Census without a personal visit by a Census Bureau worker or the use of paper census questionnaires. During eResponse, the GQ administrator (or GQ contact person) will sign-in to the Census Bureau portal, download the Census Bureau Template, insert responses into the appropriate fields, and then upload the completed template.

The 2020 Census will collect GQ address and respondent-level data as of Census day, April 1, 2020. Census response data collected includes name, sex, date of birth, age, Hispanic origin, race, and an alternate address where the person lives or stays when not at the facility. Based on our prior contact, you have chosen the Electronic Response Data Transfer (eResponse) method of enumeration to report for your GQ. The eResponse portal will be open from April 1, 2020 through May 2, 2020. You will need to submit one data file using the Census Bureau template that contains GQ address and respondent information for each person who lived or stayed in the GQ(s) on April 1, 2020.

Please read the reporting instructions in this guide prior to uploading and submitting your data file directly to the secure Census Bureau website.

The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. We are conducting the 2020 Census under the authority of Title 13, U.S. Code Sections 141, 193, 221, and 223. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data.

## How to Access to the GQ Electronic Response Data Transfer (eResponse) Website

Upon accessing the secured website, enter your unique User ID. Your User ID is listed in the D-L-GR (eResponse) letter you received. Then complete the "I'm not a robot" verification.

The screenshot shows the login page for the 2020 Census Group Quarters Enumeration. At the top, there is a header with the United States Census Bureau logo and the title "Group Quarters Enumeration". Below the header, the main content area is titled "Welcome to the 2020 Census Group Quarters Enumeration". It includes instructions for users to review the instructions (PDF) and submit their completed template by May 2, 2020. There is a login section with a "User ID" input field and a "Login" button. A CAPTCHA verification is also present with the text "I'm not a robot". A note states that sessions will expire after 15 minutes of inactivity. At the bottom, there are links for "BURDEN STATEMENT", "ACCESSIBILITY", "PRIVACY", and "SECURITY".

1. When entering your User ID for the first time, a system generated PIN will be assigned to you. **Please retain this PIN.** The PIN is used to log into the eResponse system to report for your specific group quarters facility or facilities.

The screenshot shows the security questions page for the 2020 Census Group Quarters Enumeration. It displays a 6-digit PIN: 602861. Below the PIN, there are two security questions. Each question has a dropdown menu to select a verification question and a text input field for the response. A "Next >" button is at the bottom. The footer includes links for "BURDEN STATEMENT", "ACCESSIBILITY", "PRIVACY", and "SECURITY".

2. Next, you will be asked to select and provide responses to two security questions. Complete these security questions. Then, click Next.

Please make note of the 6-digit PIN below.

**PIN: 602861**

Please select verification questions. If you forget your PIN, you will be asked to provide this response to enter the survey.

Security Question 1:

Please select a verification question.

Response:

Security Question 2:

Please select a verification question.

Response:

**Next >**

[BURDEN STATEMENT](#) [ACCESSIBILITY](#) [PRIVACY](#) [SECURITY](#)

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- Now, you will see the Main Menu page.

**Main Menu**

- Start reporting data by clicking the "Start" button below.
- To See a list of your Group Quarters, click the "My Census IDs" link in the upper right hand corner on any screen.
- Please download Instruction Manual before continuing.
- To add a new group quarters for submission in eResponse, please contact DCMD at 301-763-9333 or [dcmd.group.quarters@census.gov](mailto:dcmd.group.quarters@census.gov)

**Start reporting data**

**Start**

**Overall Facility Status: Not Attempted**  
**Point of Contact: CUSTODIA SANTIAGO**  
[Instruction Manual](#)  
[Paper Questionnaire](#)

Individual Group Quarters			
Census ID	GQ Name	Status	Data Upload Error Count
200000000091	Test GQ	Not Attempted	0
200000000092	Test GQ	Not Attempted	0
200000000093	Test GQ	Not Attempted	0
200000000094	Test GQ	Not Attempted	0
200000000095	Test GQ	Not Attempted	0

- At any time when accessing the secure website, you can view all of your Group Quarters IDs. Click on the "My Census IDs" tab located at the top right of the screen. A unique ID is assigned to each GQ, and information for each GQ needs to be reported using a Census Bureau template. To return to the Main Menu from this page, click on "Close" on the bottom right side of the screen, as shown below.

My Census IDs

×

Below is our list of your Group Quarters. Please be sure to report data for each of the IDs listed below:

Census ID	GQ Name	Status	Data Upload Error Count
200000000091	Test GQ	Not Attempted	0
200000000092	Test GQ	Not Attempted	0
200000000093	Test GQ	Not Attempted	0
200000000094	Test GQ	Not Attempted	0
200000000095	Test GQ	Not Attempted	0

Close

## Downloading the Census Bureau Template

1. Click on the “Start” button on the Main Menu page.

The screenshot shows the 'Main Menu' of the Group Quarters Enumeration system. At the top, there is a navigation bar with the 'United States Census Bureau' logo, the title 'Group Quarters Enumeration', and links for 'MY CENSUS IDS', 'CONTACT US', 'INSTRUCTIONS', and 'LOG OUT'. The main content area is divided into two columns. The left column contains a 'Main Menu' section with four bullet points: 'Start reporting data by clicking the 'Start' button below.', 'To See a list of your Group Quarters, click the 'My Census IDs' link in the upper right hand corner on any screen.', 'Please download Instruction Manual before continuing.', and 'To add a new group quarters for submission in eResponse, please contact DCMD at 301-763-9333 or [dcmd.group.quarters@census.gov](mailto:dcmd.group.quarters@census.gov)'. Below this is a 'Start reporting data' section with a 'Start' button. The right column shows the 'Overall Facility Status: Not Attempted' and 'Point of Contact: CUSTODIA SANTIAGO', with links for 'Instruction Manual' and 'Paper Questionnaire'. At the bottom, there is a table titled 'Individual Group Quarters' with four columns: 'Census ID', 'GQ Name', 'Status', and 'Data Upload Error Count'. The table contains five rows of test data.

Census ID	GQ Name	Status	Data Upload Error Count
2000000000091	Test GQ	Not Attempted	0
2000000000092	Test GQ	Not Attempted	0
2000000000093	Test GQ	Not Attempted	0
2000000000094	Test GQ	Not Attempted	0
2000000000095	Test GQ	Not Attempted	0

2. Verify or update your contact information. When finished, click “Save and Continue.”

The screenshot shows the 'Facility Validation' page. At the top, there is a navigation bar with the 'United States Census Bureau' logo, the title 'Group Quarters Enumeration', and links for 'MY CENSUS IDS', 'CONTACT US', 'INSTRUCTIONS', and 'LOG OUT'. The main content area contains a 'Facility Validation' section with the instruction 'Please review the contact information for the group quarters and supply any necessary corrections:'. Below this are four input fields: 'Name: CUSTODIA SANTIAGO', 'Title: RESIDENT MENTOR', 'Phone: 6346424', and 'Email: rmenor@testdomain.com'. A blue 'Save and Continue >' button is located below the input fields. At the bottom of the page, there is a footer with links for 'BURDEN STATEMENT', 'ACCESSIBILITY', 'PRIVACY', and 'SECURITY', and a line of text: 'OMB No.: 0607-0999 | Approval Expires: 09/30/2020'.

### 3. Next, download the Census Bureau Template.

An official website of the United States government [Here's how you know](#)

**Census** Bureau

**Group Quarters Enumeration**

MY CENSUS IDS CONTACT US INSTRUCTIONS LOG OUT

## Export Wizard

Download the 'Census Template' provided below, and enter the requested data directly into the template.

DO NOT SUBMIT THE FOLLOWING:

- Personal Social Security numbers or Federal Tax ID
- Information not requested by the Census Bureau
- Domestic violence shelter data

Please Note:

- Data will only be accepted using the provided Census template.
- Please verify your completed Census Template before submitting.
- The Census ID field is **required** on both tabs of the uploaded spreadsheet.
- The data you provide will be validated.
- Please do not email any address or respondent level data directly to the Census Bureau
- To add a new group quarters for submission in eResponse, please contact DCMD at 301-763-9333 or [dcmd.group.quarters@census.gov](mailto:dcmd.group.quarters@census.gov)

[Download Census Template](#)

[< Previous](#) [Return to Main Menu](#) [Next >](#)

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## **Instructions for Creating an eResponse Data File**

**Please note:** For copying and pasting data from your file into the Census Bureau Template, please follow the steps below. These steps will help to keep your data in the correct format for processing by the Census Bureau:

1. Select the cell or cells with the data you want to copy and press Ctrl+C (or Cmd+C on Mac products).
2. Click the top most left cell of the paste area and use the Paste Special options to paste your data into the cells.
3. The Paste Special dialog box will appear.
4. Click the OK button.
5. Your data will appear in the appropriate cells.

1. Download the Census Bureau Template.
2. In the GQ Name tab, enter the following:
  - Census ID
  - GQ Name
  - GQ Type Description
  - GQ Address Number
  - GQ Street Name
  - GQ City
  - GQ State
  - GQ ZIP Code
  - GQ Location Description
  - GQ Population on Census Day, April 1, 2020

If this information is not available, please leave the field blank. For more guidelines on the GQ Definitions, see Appendix A.

3. In the GQ Client tab, enter the following information for each person in the GQ:
  - Census ID
  - GQ Name
  - First Name
  - Middle Initial
  - Last Name(s)
  - Sex
  - Date of Birth (three separate fields)
    - Month of Birth
    - Day of Birth
    - Year of Birth
  - Age on Census Day (April 1, 2020)
  - Hispanic, Latino or Spanish Origin (Y/N)

- Hispanic, Latino or Spanish Origin Details
- Race
- Race Details
- Live or Stay at GQ Most of the Time (Y/N)
- Alternate Address Address Number
- Alternate Address Street Name
- Alternate Address Apt/Unit
- Alternate Address Rural Route Address
- Alternate Address City
- Alternate Address State
- Alternate Address Zip Code
- Alternate Address: Location Description

If this information is not available, please leave the field blank. For more guidelines on GQ Resident/Client data definitions, see Appendix B or the Instructions tab in the Census template.

**Do NOT submit the following information:** Social Security Number or Federal Tax ID, Domestic Violence Shelter data, or information the Census Bureau did not request.

4. Save the Census Bureau Template file to your local desktop.
5. Now, you are ready to upload the Census Bureau Template file.

## Uploading the eResponse Census Bureau Template

1. When you are ready to upload your file, you will have to access the secure website. Enter in your User ID, complete the "I'm not a robot" verification, and then click on "Login."

An official website of the United States government [Here's how you know](#)

**United States Census Bureau**

**Group Quarters Enumeration**

[CONTACT US](#) [INSTRUCTIONS](#)

### Welcome to the 2020 Census Group Quarters Enumeration

Please review the [instructions \(PDF\)](#) for how to complete this template.


You must submit your completed template by **May 2, 2020**.

For technical difficulties or questions regarding Group Quarters Enumeration, please email [dcmd.group.quarters@census.gov](mailto:dcmd.group.quarters@census.gov) or call 1-844-470-2020.

Thank you for your participation.


Login by entering the user ID given to you in the Census letter and press the 'Login' button.

User ID:

☐ I'm not a robot 

**Login**

**Please note: sessions will expire (requiring you to log back in) after 15 minutes of inactivity. No data will be lost.**

The letters PDF or the  icon indicate a document is in the Portable Document Format (PDF). To view the file you will need the Adobe® Reader, which is available for [free](#) from the Adobe web site.

[BURDEN STATEMENT](#) [ACCESSIBILITY](#) [PRIVACY](#) [SECURITY](#)

**\*\* U.S. Census Bureau Notice and Consent Warning \*\***

You are accessing a United States Government computer network. Any information you enter into this system is confidential. It may be used by the Census Bureau for statistical purposes and to improve the website. If you want to know more about the use of this system, and how your privacy is protected, visit our online privacy webpage at <https://www.census.gov/about/policies/privacy/privacy-policy.html>.

Use of this system indicates your consent to collection, monitoring, recording, and use of the information that you provide for any lawful government purpose. So that our website remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Use of the government computer network for unauthorized purposes is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474).

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2. After entering your User ID and PIN, click on "Login."

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**United States Census Bureau**

**Group Quarters Enumeration**

[CONTACT US](#) [INSTRUCTIONS](#)

### Welcome to the 2020 Census Group Quarters Enumeration

Please review the [instructions \(PDF\)](#) for how to complete this template.

You must submit your completed template by **May 2, 2020**.

For technical difficulties or questions regarding the Group Quarters Enumeration, please email [dcmd.group.quarters@census.gov](mailto:dcmd.group.quarters@census.gov) or call 1-844-470-2020.

Thank you for your participation.

Login by entering the user ID given to you in the Census letter and press the 'Login' button.

User ID:


Please enter your 6-digit PIN below.

PIN:

[Click here if you do not know your PIN.](#)

**Login**

**Please note: sessions will expire (requiring you to log back in) after 15 minutes of inactivity. No data will be lost.**

The letters PDF or the  icon indicate a document is in the Portable Document Format (PDF). To view the file you will need the Adobe® Reader, which is available for [free](#) from the Adobe web site.

[BURDEN STATEMENT](#) [ACCESSIBILITY](#) [PRIVACY](#) [SECURITY](#)

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Use of this system indicates your consent to collection, monitoring, recording, and use of the information that you provide for any lawful government purpose. So that our website remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Use of the government computer network for unauthorized purposes is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474).

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3. Click on the “Continue” button on the Main Menu.

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**United States Census Bureau** Group Quarters Enumeration MY CENSUS IDS CONTACT US INSTRUCTIONS LOG OUT

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### Main Menu

- Continue reporting data by clicking the 'Continue' button below.
- To see a list of your Group Quarters, click the 'My Census IDs' link in the upper right hand corner on any screen.
- Please download Instruction Manual before continuing.
- To add a new group quarters for submission in eResponse, please contact DCMD at 301-763-9333 or [dcmd.group.quarters@census.gov](mailto:dcmd.group.quarters@census.gov)


**Overall Facility Status:** Submitted  
**Point of Contact:** CUSTODIA SANTIAGO

[Instruction Manual](#)  
[Informational Copy of the Paper Questionnaire](#)

Continue reporting data

[Continue](#)

Individual Group Quarters				
Census ID	GQ Name	Status	Population Provided	Number of Changes Requested
200000000011	Test GQ	Submitted	5	0
200000000012	Test GQ	Started	0	0
200000000013	Test GQ	Started	0	0
200000000014	Test GQ	Started	0	0
200000000015	Test GQ	Started	0	0

The letters PDF or the  icon indicate a document is in the Portable Document Format (PDF). To view the file you will need the Adobe® Reader, which is available for free from the Adobe web site.

4. Verify or update your contact information. Click “Save and Continue.”

**United States Census Bureau** Group Quarters Enumeration MY CENSUS IDS CONTACT US INSTRUCTIONS LOG OUT

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### Facility Validation

Please review the contact information for the group quarters and supply any necessary corrections:

Name:

Title:

Phone:

Email:

[Save and Continue >](#)

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[BURDEN STATEMENT](#) [ACCESSIBILITY](#) [PRIVACY](#) [SECURITY](#)

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5. Click on the “Next” button on the Export Wizard.

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**United States Census Bureau** **Group Quarters Enumeration** MY CENSUS IDS CONTACT US INSTRUCTIONS LOG OUT

### Import Wizard

- To search for the file you want to upload to our site, click the button indicated as "Browse" OR "Choose File".
- Select the file you want to upload.
- Click the "Upload File" button to start the uploading process.
- Once your file has been uploaded successfully, the file name will appear in the box below.
- After completing submission, please click Submit Data button to complete your submission.

Please be sure that you have included data for each Group Quarters listed in your mailing materials and on the 'My Census IDs' list.

Select File to Upload:

[Browse...](#)

[Upload File](#)

No files have been uploaded.

[← Previous](#) [Return to Main Menu](#) [Submit Data](#)

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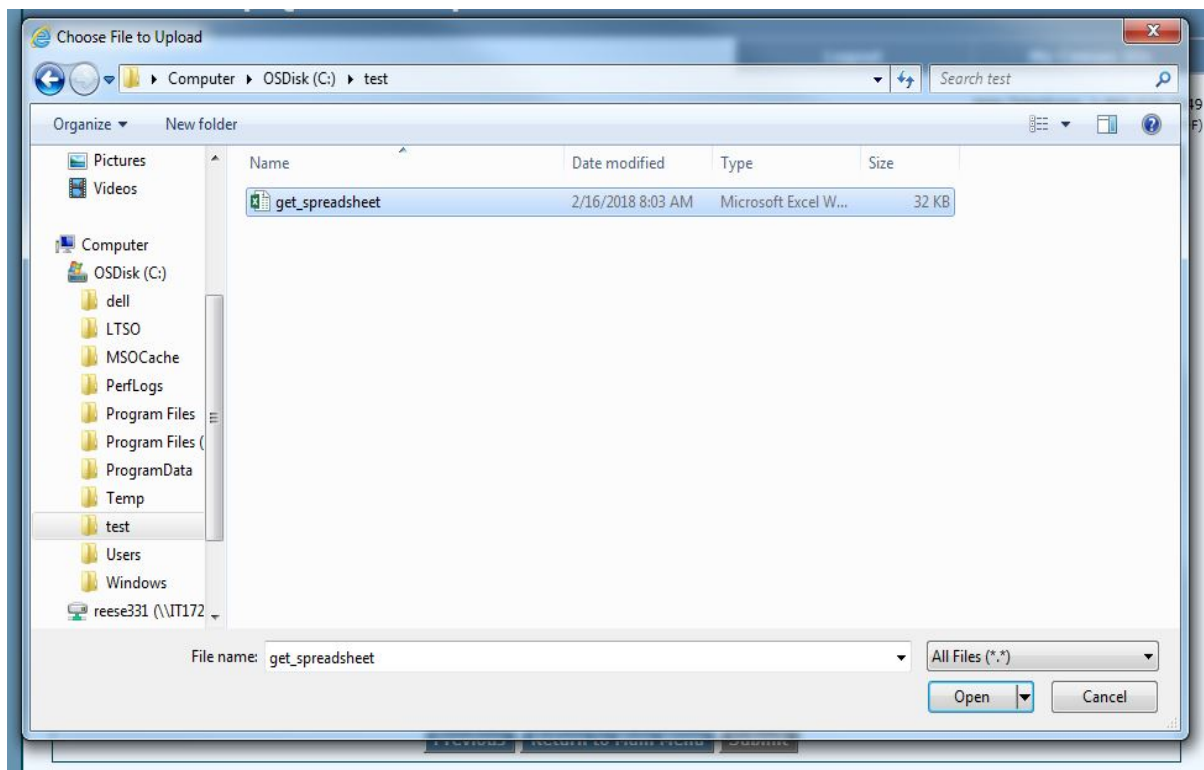
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6. Next, click the “Browse” button.

The screenshot shows the 'Import Wizard' page for the 'Group Quarters Enumeration'. At the top, there's a header with the 'United States Census Bureau' logo and navigation links: 'MY CENSUS IDS', 'CONTACT US', 'INSTRUCTIONS', and 'LOG OUT'. The main content area has a title 'Import Wizard' followed by a list of instructions: 'To search for the file you want to upload to our site, click the button indicated as "Browse" OR "Choose File".', 'Select the file you want to upload.', 'Click the "Upload File" button to start the uploading process.', 'Once your file has been uploaded successfully, the file name will appear in the box below.', and 'After completing submission, please click Submit Data button to complete your submission.' Below this, a note says 'Please be sure that you have included data for each Group Quarters listed in your mailing materials and on the "My Census IDs" list.' There's a 'Select File to Upload:' section with a text box and a 'Browse...' button. Below that is an 'Upload File' button. A status message says 'No files have been uploaded.' At the bottom, there are three buttons: 'Previous', 'Return to Main Menu', and 'Submit Data'. A footer contains links for 'BURDEN STATEMENT', 'ACCESSIBILITY', 'PRIVACY', and 'SECURITY', along with OMB No.: 0607-1006 and Approval Expires: 11/30/2021.

7. Find the file you would like to upload. Click “Open.”



8. Next, click the “Upload File” button.

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**2020 Census** Group Quarters Enumeration MY CENSUS IDS CONTACT US INSTRUCTIONS LOG OUT

### Import Wizard

- To search for the file you want to upload to our site, click the button indicated as "Browse" OR "Choose File".
- Select the file you want to upload.
- Click the "Upload File" button to start the uploading process.
- Once your file has been uploaded successfully, the file name will appear in the box below.
- After completing submission, please click Submit Data button to complete your submission.

Please be sure that you have included data for each Group Quarters listed in your mailing materials and on the 'My Census IDs' list.

Select File to Upload:

No files have been uploaded.

[BURDEN STATEMENT](#) [ACCESSIBILITY](#) [PRIVACY](#) [SECURITY](#)

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9. Next, click the “Submit Data” button.

### Upload Pending

Your file has been uploaded successfully. Please be patient while we prepare your data for submission.  
You will receive a notification when your upload summary report is available.  
On average, this process takes less than one minute to complete.

### Import Wizard

- To search for the file you want to upload to our site, click the button indicated as "Browse" OR "Choose File".
- Select the file you want to upload.
- Click the "Upload File" button to start the uploading process.
- Once your file has been uploaded successfully, the file name will appear in the box below.
- After completing submission, please click Submit Data button to complete your submission.

Please be sure that you have included data for each Group Quarters listed in your mailing materials and on the 'My Census IDs' list.

Processing...

Current File Import		
Filename	Date	Status
test_20202.xlsx	06-17-2019 09:11:15 AM	QUEUED

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10. A confirmation message will be displayed after the Census Bureau Template has successfully been uploaded.

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**United States Census Bureau** **Group Quarters Enumeration** [MY CENSUS IDS](#) [CONTACT US](#) [INSTRUCTIONS](#) [LOG OUT](#)

### Submission Confirmation

Thank you for completing your Group Quarters eResponse template for the 2020 Census.

Please print this listing for your records by clicking the 'Print Confirmation' button below.

If you need to make any changes to your submissions, please contact us at 1-844-470-2020.

Data Submitted: Fri Mar 29 11:10:23 2019

[Print Confirmation](#) [Return to Main Menu](#)

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[BURDEN STATEMENT](#) [ACCESSIBILITY](#) [PRIVACY](#) [SECURITY](#)

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Thank you for submitting your Census Bureau Template. If you have questions, please refer to the uploading Census Bureau Template section of this manual.



## Received errors when submitting Census Bureau Template

If you have received an error or errors during the submission of the Census Bureau Template,

1. The GQ administrator will receive an error message of what error or errors are in the submitted template.

The screenshot shows the 'Group Quarters Enumeration' page on the Census Bureau website. At the top, there's a navigation bar with 'MY CENSUS IDS', 'CONTACT US', 'INSTRUCTIONS', and 'LOG OUT'. Below the header, a yellow box contains a 'Submission Pending' message: 'Your Census Bureau template appears to be missing some required information. Please: 1. Print/save the required changes below. 2. Address the required changes to your Census Bureau template and resubmit. If you believe you have received this message in error, please contact support staff at 1-844-470-2020 or dcmd.groupquarters@census.gov'. Below this, a 'Required Changes' section lists: 'Population Count on GQ Name sheet for Census ID 200000000376 is 5, however, there are 2 entries in the spreadsheet.' The 'Import Wizard' section provides instructions on how to upload a file. At the bottom, there's a table titled 'Current File Import' with columns: Filename, Date, Status, Report, and Action. The table shows one entry: 'test\_20201.xlsx' with a date of '05-28-2019 09:54:49 AM' and a status of 'COMPLETED'. Below the table are buttons for 'Previous', 'Return to Main Menu', and 'Submit Data'. At the very bottom, there's a footer with 'OMB No.: 0607-1006 | Approval Expires: 11/30/2021'.

Filename	Date	Status	Report	Action
test_20201.xlsx	05-28-2019 09:54:49 AM	COMPLETED	Report	delete

2. The GQ administrator will have the opportunity to fix their template.
3. After correcting the errors on the template, the GQ administrator can resubmit the template.
4. Next, click the “Submit Data” button

This screenshot is identical to the one above, showing the 'Submission Pending' error message and the 'Current File Import' table with the file 'test\_20201.xlsx' in a 'COMPLETED' status. The page layout, including the navigation bar and footer, is the same.

5. If all errors have been fixed, a confirmation message will be displayed after the Census Bureau Template has successfully been uploaded.

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**United States Census Bureau** Group Quarters Enumeration MY CENSUS IDS CONTACT US INSTRUCTIONS LOG OUT

### Submission Confirmation

Thank you for completing your Group Quarters eResponse template for the 2020 Census.

Please print this listing for your records by clicking the 'Print Confirmation' button below.

If you need to make any changes to your submissions, please contact us at 1-844-470-2020.

Data Submitted: Fri Mar 29 11:10:23 2019

[Print Confirmation](#) [Return to Main Menu](#)

BURDEN STATEMENT ACCESSIBILITY PRIVACY SECURITY

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## **PIN Recovery**

If you have lost or cannot remember your PIN, complete the following steps.

1. Enter your unique User ID. Then, click on “Click here if you do not know your PIN.”

An official website of the United States government. Here's how you know ✓

**United States Census Bureau** Group Quarters Enumeration CONTACT US INSTRUCTIONS

### Welcome to the 2020 Census Group Quarters Enumeration

Please review the [instructions \(PDF\)](#) for how to complete this template.

You must submit your completed template by **May 2, 2020**.

For technical difficulties or questions regarding the Group Quarters Enumeration, please email [dcmd.groupquarters@census.gov](mailto:dcmd.groupquarters@census.gov) or call 1-844-470-2020.

Thank you for your participation.

Login by entering the user ID given to you in the Census letter and press the 'Login' button.

User ID:

Please enter your 6-digit PIN below.

PIN:

[Click here if you do not know your PIN.](#)

[Login](#)

**Please note: sessions will expire (requiring you to log back in) after 15 minutes of inactivity. No data will be lost.**

The letters PDF or the icon indicate a document is in the Portable Document Format (PDF). To view the file you will need the Adobe® Reader, which is available for **free** from the Adobe web site.

BURDEN STATEMENT ACCESSIBILITY PRIVACY SECURITY

**\*\* U.S. Census Bureau Notice and Consent Warning \*\***

You are accessing a United States Government computer network. Any information you enter into this system is confidential. It may be used by the Census Bureau for statistical purposes and to improve the website. If you want to know more about the use of this system, and how your privacy is protected, visit our online privacy webpage at <https://www.census.gov/about/policies/privacy/privacy-policy.html>.

Use of this system indicates your consent to collection, monitoring, recording, and use of the information that you provide for any lawful government purpose. So that our website remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Use of the government computer network for unauthorized purposes is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474).

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2. Answer the security question. Then, click “Submit.”

United States Census Bureau

Group Quarters Enumeration

CONTACT US INSTRUCTIONS

### PIN Recovery

Please answer the following verification question.

What is the name of your first pet?

Response:

Submit

BURDEN STATEMENT ACCESSIBILITY PRIVACY SECURITY

OMB No.: 0607-0999 | Approval Expires: 09/30/2020

3. If you answer the security question correctly, you will receive a new PIN.

United States Census Bureau

Group Quarters Enumeration

CONTACT US INSTRUCTIONS

### PIN Recovery

Your new PIN is: **461393**

Please log in using your new PIN.

Return to Login

BURDEN STATEMENT ACCESSIBILITY PRIVACY SECURITY

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## General/Technical Assistance

For assistance in completing the Census Bureau Template, contact Census Questionnaire Assistance at 1-844-470-2020 or email [dcmd.group.quarters@census.gov](mailto:dcmd.group.quarters@census.gov).

## Appendix A. Definitions

**Census ID:** For each GQ, you must report the Census ID that was provided in the letter you received. This is the unique identifier that the Census Bureau uses to process each GQ response.

**GQ Name:** For each GQ, please report the name of the GQ. This is the name of the actual building where residents, clients, and/or staff live or stay.

**GQ Type Description:** For each GQ, please report the GQ Type Description that was provided in the letter you received. The Census Bureau uses GQ Type Codes and Descriptions to classify each GQ into specific categories that are used for a variety of purposes including procedures, processing, and tabulation.

**GQ Address Number:** For each GQ, please report the address number (i.e., street number) of the GQ's physical address (for example: 5007). The physical address of the GQ is the physical location of the building where residents, clients, and/or staff live or stay. Do not enter a P.O. Box address.

**GQ Street Name:** For each GQ, please report the street (i.e., street name, street type, and any street direction) of the GQ's physical address (for example: N Maple Ave). The physical address of the GQ is the physical location of the building where residents, clients, and/or staff live or stay. Do not enter a P.O. Box address.

**GQ City:** For each GQ, please report the City (or Town) of the GQ's physical address. The physical address of the GQ is the physical location of the building where residents, clients, and/or staff live or stay.

**GQ State:** For each GQ, please report the State of the GQ's physical address. The physical address of the GQ is the physical location of the building where residents, clients, and/or staff live or stay.

**GQ ZIP Code:** For each GQ, please report the 5-digit ZIP Code of the GQ's physical address. The physical address of the GQ is the physical location of the building where residents, clients, and/or staff live or stay.

**GQ Location Description:** If a physical address for the GQ is not available, please report a location description of the GQ's actual physical location hosting the residents or clients.

**GQ Population on Census Day:** For each GQ, please report the number of people who were living or staying in the GQ on Census Day (April 1, 2020). This number should match the number of person rows you enter for that GQ on the second tab of the template: GQ Client Data.

**IMPORTANT:** When determining the number of people to count in the GQ, please refer to the 3-digit GQ Type Code that was provided in the letter you received, and follow these instructions regarding who to include.

- If the GQ Type Code is more than 500, include all residents/clients who were living or staying there on Census Day (April 1, 2020), as well as any staff members who were living there at that time and did not have any other usual residence elsewhere.
- If the GQ Type Code is less than 500, include all residents/clients who were living or staying there on Census Day (April 1, 2020), but do not include any staff members who were living or staying there. Any staff members who were living there and did not have any other usual residence elsewhere, should be counted in a different GQ record with a GQ Type Code of 901, using the separate Census ID that was provided for the Workers' Group Living Quarters at that location.
- If the GQ Type Code is 103, 104, 105, and 203 (state and local correctional facilities), do not include federal detainees held at your facility. The particular federal agencies that have jurisdiction over those federal detainees will report them to the Census Bureau, and we do not want to count them twice.

## Appendix B. GQ Respondent Data

**Census ID:** For each person, you must report the Census ID for the GQ where the person was staying on Census Day (April 1, 2020). The Census ID for the GQ was provided in the letter you received. The unique Census ID for each GQ helps the Census Bureau link the data for each resident to the specific GQ where they are living or staying on Census Day (April 1, 2020). Since the Census ID is associated with the GQ, each person who was staying at the same GQ should have the same Census ID.

**GQ Name:** For each person, please report the name of the GQ where the person was staying on Census Day (April 1, 2020). The GQ Name should line up with the Census ID for that GQ, and each person who was staying at the same GQ should have the same GQ Name.

**First Name:** Enter the First Name of a person who was living or staying in the GQ on Census Day (April 1, 2020).

**Middle Initial:** Enter the Middle Initial of a person who was living or staying in the GQ on Census Day (April 1, 2020).

**Last Name(s):** Enter the Last Name(s) of a person who was living or staying in the GQ on Census Day (April 1, 2020). If the person uses "Junior" or "Senior" in their name, enter the last name and the suffix (for example: Smith, Jr.) in the Last Name(s) field.

**Sex:** Please report the person's biological sex as Male or Female. If this information is not available, please leave the field blank.

**Date of Birth:** What is this person's date of birth? If you know the date of birth, enter it. If you do not know the exact date of birth, enter as much as you know.

- **Month of Birth:** Provide month of birth in numeric format as two digits (January=01, February=02, March=03, April=04, May=05, June=06, July=07, August=08, September=09, October=10, November=11, December=12)
- **Day of Birth:** Provide day of birth in numeric format as two digits.
- **Year of Birth:** Provide four-digit year of birth.

**Age on Census Day (April 1, 2020):** Enter the person's age (in years) as of Census Day (April 1, 2020). For babies less than 1 year old, do not enter the age in months; enter "0" years as the age. Do not round the age up if the person was close to having a birthday on April 1, 2020. If the person's age is not available, please leave the field blank; do not calculate the person's age from the date of birth that you provide.

**Hispanic Origin and Race:** Please answer BOTH questions about Hispanic origin and race. For this census, Hispanic origins are not races.

**Hispanic, Latino, or Spanish Origin:** Enter "Yes" or "No" to answer the following question – Is this person of Hispanic, Latino, or Spanish origin? If "Yes," enter the person's Hispanic, Latino, or Spanish group in the next column.

"Hispanic, Latino, or Spanish origin" includes all individuals who identify with one or more

nationalities or ethnic groups originating in Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures. Examples of these groups include, but are not limited to, Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, and Colombian. “Hispanic, Latino, or Spanish origin” also includes groups such as Guatemalan, Honduran, Spaniard, Ecuadorian, Peruvian, Venezuelan, etc.

**Race:** Report the person’s race in the first column and any additional details in the second column. You may report more than one group.

### **White**

The category “White” includes all individuals who identify with one or more nationalities or ethnic groups originating in Europe, the Middle East, or North Africa. Examples of these groups include, but are not limited to, German, Irish, English, Italian, Lebanese, and Egyptian. The category also includes groups such as Polish, French, Iranian, Slavic, Cajun, Chaldean, etc. Enter the person’s White group or groups.

### **Black or African American**

The category “Black or African American” includes all individuals who identify with one or more nationalities or ethnic groups originating in any of the black racial groups of Africa. Examples of these groups include, but are not limited to, African American, Jamaican, Haitian, Nigerian, Ethiopian, and Somali. The category also includes groups such as Ghanaian, South African, Barbadian, Kenyan, Liberian, Bahamian, etc. Enter the person’s Black or African American group or groups.

### **Asian**

The category “Asian” includes all individuals who identify with one or more nationalities or ethnic groups originating in the Far East, Southeast Asia, or the Indian subcontinent. Examples of these groups include, but are not limited to, Chinese, Filipino, Asian Indian, Vietnamese, Korean, and Japanese. The category also includes groups such as Pakistani, Cambodian, Hmong, Thai, Bengali, Mien, etc. Enter the person’s Asian group or groups.

### **American Indian or Alaska Native**

The category “American Indian or Alaska Native” includes all individuals who identify with any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment. It includes people who identify as “American Indian” or “Alaska Native” and includes groups such as Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc. Enter the person’s American Indian or Alaska Native tribe or tribes.

### **Native Hawaiian or Other Pacific Islander**

The category “Native Hawaiian or Other Pacific Islander” includes all individuals who identify with one or more nationalities or ethnic groups originating in Hawaii, Guam, Samoa, or other Pacific Islands. Examples of these groups include, but are not limited to, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, and Marshallese. The category also includes groups such as Palauan, Tahitian, Chuukese, Pohnpeian, Saipanese, Yapese, etc. Enter the person’s Native Hawaiian or Other Pacific Islander group or groups.

**Some other race**

The category “Some other race” includes all other responses not included in the categories above. Enter the person’s detailed “Some other race” group or groups.

**Live or Stay at GQ Most of the Time:** Enter “Yes” or “No” to answer the following question – “Does the person live or stay at this GQ most of the time?” Enter "Yes" if the person lives and sleeps at this GQ more often than any other place as of Census Day (April 1, 2020).

**Alternate Address: Address Number:** Enter the address number (i.e., street number) of the person’s alternate address (for example: 5007). Do not enter a P.O. Box address.

NOTE: The alternate address is the physical address of another place where the person sometimes lives or stays when not at this GQ. If the person never stays at any place other than this GQ, leave the Alternate Address fields blank. If the person has more than one alternate address, enter the address of the place where they live or stay more often.

**Alternate Address: Street Name:** Enter the Street Name (along with street type and any street direction) of the person’s alternate address (for example: N Maple Ave). Do not enter a P.O. Box address.

**Alternate Address: Apt/Unit:** If applicable, enter the Apartment or Unit portion of the person’s alternate address (for example: Apt A or Lot 3).

**Alternate Address: Rural Route Address:** If applicable, and no street address is available, enter the Rural Route Address portion of the person’s alternate address (for example: RR 45 Box 7C).

**Alternate Address: City:** Enter the City (or Town) of the person’s alternate address.

**Alternate Address: State:** Enter the State of the person’s alternate address. This can be entered as a full state name (for example: Alaska), or as a 2-letter U.S. Postal Service abbreviation for the state (for example: AK).

**Alternate Address: ZIP Code:** Enter the 5-digit ZIP Code of the person’s alternate address.

**Alternate Address: Location Description:** If there is no address of another place, where person sometimes lives or stays when not at this GQ.



## **Appendix C. Frequently Asked Questions (FAQ)**

### **Why are you asking about the people in this group quarters?**

The goal of the 2020 Census is to count everyone once, only once, and in the right place. Establishing an accurate population count is critical for determining how many representatives a state should have in Congress, and population counts are factored into the distribution of federal funds.

### **How are data on males and females used?**

Many federal, state, and local agencies use data on males and females for planning, funding, implementing, and evaluating their programs. Laws promoting equal employment opportunity for women are one example. This information also can be important for analyzing social and economic trends. We ask about sex, because many federal programs use data on males and females to plan and implement programs. For example, laws promoting equal employment opportunity for women.

**Why do we ask about sex?** We ask about sex, because many federal programs use data on males and females to plan and implement programs. For example, laws promoting equal employment opportunity for women.

### **How are Hispanic origin and race data used?**

Questions about Hispanic origin and race are asked because these data are required for Federal and state programs and are critical factors in the basic research behind numerous policies, particularly for civil rights. These data are also used to promote equal employment opportunities.

### **What does “most of the time” mean?**

Some people have more than one residence, and they may cycle between staying at each residence in a weekly, monthly, or yearly cycle. Therefore, select "Yes" if this person currently sleeps at this GQ most (or all) nights of each week, month, or year (for example: 4 nights of each week at this GQ, and 3 nights of each week elsewhere). However, select "No" if this person currently sleeps most nights (of each week, month, or year) somewhere other than this GQ (for example: 1 week of each month at this GQ, and 3 weeks of each month elsewhere).

**Why do you ask whether the person lives or stays at the GQ most of the time? Why do you ask for the person’s Alternate Address?** Some people in group quarters may also have another residence where they sometimes live or stay. Information about where the person lives or stays most of the time, and their alternate address (if available), helps the Census Bureau count each person once, only once, and in the right place.